

**WALLINGFORD BOARD OF EDUCATION
SPECIAL OPERATIONS COMMITTEE MEETING
BUDGET WORKSHOP
BOARD OF EDUCATION CONFERENCE ROOM
100 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
WEDNESDAY, JANUARY 18, 2017
6:00 P.M.**

Mission

To inspire through innovative and engaging experiences that lead all learners to pursue and discover their personal best.

Vision

Wallingford Public Schools, in partnership with our families and community, will provide a safe, healthy, and supportive environment that ignites an enduring passion for excellence in every learner, so that each becomes a life-long contributor to the local, national and global communities.

MINUTES

CALL TO ORDER

The Special Operations Committee meeting was called to order at 6:00 p.m. by Mr. Brooder.

BOARD MEMBERS PRESENT

R. McKay, M. Brooder, K. Castelli, A. Doerr, S. Glidden, K. Hlavac, P. Reynolds

STAFF MEMBERS PRESENT

S. Menzo, C. Lavalette, C. LaTorre, E. Arum, K. Veilleux, R. Mancusi, M. Deptula, A. Belchak, T. Hale

OTHER STAFF MEMBERS PRESENT

R. Arciero, V. Reed, K. Friend, C. Sagnella, D. Bellizzi, K. Kiely, M. Poisson, T. Snyder, J. Piacentini, J. Corso, R. Duthie, J. Francese, S. Govin, C. Madancy, D. Curtis, M. Iles

BUDGET REVIEW POWERPOINT

Dr. Menzo began the 2017 – 2018 budget review with a PowerPoint Presentation. Dr. Menzo stated that the PowerPoint was being presented using new technology, recently donated to the Wallingford Board of Education. The PowerPoint consisted of responding to questions that had been asked of Dr. Menzo from Board of Education members, staff members, community members and parents regarding various issues. Topics included:

January 18, 2017

Transportation and why are there empty bus seats on busses - The school district is required under State statute to have bus seats for all eligible riders and there are no cost savings for running fewer busses.

VersaTrans My Stop software – The software is an automated telephone system that is in the budget for next year. This system will help direct telephone calls and answer transportation questions as the Receptionist's position will be eliminated next year.

Combining High school athletic teams - The district has to abide by CIAC guidelines for each sport, which are all different. At this time the high school teams do not meet the guideline to combine teams.

Insurance and medical expenses – The district is projecting an 8% increase for medical expenses and they are hoping the actual number will be less. The district also had a savings on insurance waivers, which was recently negotiated with the most recent teacher's contract.

Retirements and Severance Pay – The district does not offer an early retirement incentive plan. There is not a savings to the district because of severance pay. This however, will change in the future as the severance pay amount will gradually be reduced with new hires over time.

School resource officers – School resource officers are officers who will be armed and in uniforms. Their purpose is to develop and foster positive relations with students and staff.

Food Services Department – The Food Services department is projecting a deficit. The Board of Education will decide if the district will go out to bid for a food service company or continue operating the Food Service Department internally. The National School Lunch program is a required service for the district for families who meet the federal guidelines.

Perkins Grants; Enrollment – The district will have a reduction in students by -2 for the 2017 -2018 school year. The pre-k and high school levels have increased while k-2 have decreased.

Magnet school enrollment – The district is recommending reducing the number of students who attend Wintergreen Inter-district Magnet School from 60 students to 55 for the 2017 – 18 school year, as well as reducing the number of students who attend Thomas Edison Middle School from 21 students to 17 students beginning in 2017-2018.

Open Choice enrollment – The district has 12 Open Choice students and will not be accepting any new students for 2017 - 2018.

Smart Start – There are two classes at Highland and at Moses Y. Beach. We receive funding for these classes.

Need for an Early Childhood Coordinator – There has been increased classroom sections of PreK over the last few years; there is a need with the district's participation and overseeing the Smart Start Grant. The coordinator would also facilitate NAEYC accreditation process; assist in the curriculum writing process and work with building administration to develop early childhood focus for all grades.

Number of administrators in the district – Can the sister schools share one administrator between schools. The administrators have a heavy evaluation load as well as daily duties that does not support sharing an administrator between the sister schools.

Dean of Students – Two new potential positions added at the elementary levels. One individual per the east side and west side of town. They would oversee four elementary schools and deal with evaluations and the day to day functions of the schools, as well as any student issues.

Changes to Special Education Staff and Students by Level. Mr. Mancusi discussed the changes to the number of special education students and staff by level over recent years. Student needs are assessed each year and based on student needs or service hours, staffing will be assigned accordingly.

January 18, 2017

Excess Cost Sharing – The district is projecting 70% Estimated Revenue.

Changes in the Number of Outplaced Students Over the last three years – The number has been steady over the last three years.

Special Education – Outplacement Tuition – has been increasing over the last few years. The cost this year was \$3.9 million, although the number of students have decreased, tuition has increased due to student needs or service hours needed.

504 Students in the District – Melissa Iles spoke about the number of 504 students are in the district. Melissa Iles is the District Counseling Coordinator, her role is to make sure that the district is in compliance with 504 students and that the appropriate paperwork has been completed and is in place.

Family Resource Centers – The proposal is to implement one Family Resource Center at the elementary level on each side of town. Resource Centers provide a place for families to connect with services that help them strengthen their families and become more self-reliant. Sunnie Scarpa of the Wallingford Public Library spoke about Family Resource Programs offered at the Library. The Library offers a number of programs for families, and early childhood teachers and the programs are always filled to capacity. Ms. Scarpa felt there was a need to offer more services for families through the school system to reach families that could not take advantage of what the Library has to offer. She also stated there is a strong correlation to services provided to preschool and kindergarten students and preventing problems later on. Mrs. Glidden suggested that although she fully supported Family Resource Centers, perhaps there was an outside source that could provide the service for the district. Moses Y. Beach has an unofficial Family Resource Center currently as a collaborative with We Care. Mr. Arciero spoke about unofficial Family Resource Center located at Moses Y. Beach and the benefits of the program.

Clerical Staffing – Mrs. Lavalette spoke about the proposed changes to clerical staffing and reducing a variety of positions from 12 month to 10 or 11 month positions, would there be any insurance savings with proposed changes. Mrs. Lavalette reported there would not be any saving on insurance benefits as the positions are all full time positions.

Funding Impacted Technology in the District – Through State Grants, E-Rate and the 1% Account the Wallingford Public Schools has reduced the computer replacement cycle from 6 – 8 years to 4 – 6 years. This cycle allows student and faculty access to reliable, relevant technology in the classroom. All computers have been upgraded to Windows 10 which increased the life of the equipment. The IT Department has been working on balancing out the purchasing of equipment.

Efficiency Measures Taken to Mitigate Budget Increases – The district continues to develop in-district special education programming in response to student needs. The district also looked at the consolidation of in-district transportation routes for students with disabilities as appropriate. The district looks for collaborative opportunities with other districts in the areas of curriculum and transportation. A building efficiency study had been completed 5 years ago, and will be incorporated with LEAN Training and Upcoming Kaizen program.

Updated Sustained Services Budget Request – At this date the District has a reduction in the budget request. Dr. Menzo gave credit to Ed Arum, Interim Business Manager, Rob Mancusi, PPS Director and Mary Ann Croce, Transportation Clerk for exploring alternative ways to reduce the Transportation budget. Mr. Arum stated they looked at the in-district special education transportation runs. They were able to increase efficiency and reduce costs without any changes to students. The budget will be reduced both this year and next year. The transportation surplus will also be increased this year and next year by the consolidation in special education transportation. The district is now requesting an increase in of 2.99% in Sustained Services rather than 3.15%. Dr. Menzo thanked the Mr. Arum, Toni Hale, Mary Ann Croce, Central Office staff and administrators for all of their work that goes into preparing the budget.

Food Services Budget – Alan Belchak spoke about the Food Service Budget for 2017 – 2018. Mr. Belchak explained the proposed expenditures are \$2,040,301. The estimated revenues are \$1,802,606., which

January 18, 2017

includes an increase in pricing. Mr. Belchak stated all of the capital equipment has been purchased by the Board of Education. Mr. Belchak does not anticipate needing to purchase any capital equipment in the upcoming year. Dr. Menzo explained that the Food Service subsidy will not be added to the Board of Education budget until it has been determined if the district will be going out to bid for the Food Services Department.

SUSTAINED SERVICES BUDGET REVIEW

Mr. Arum review the Sustained Services Budget. The sustained services budget consists of the estimated expenses necessary to maintain services from this year, 2016-2017 to next year 2017-2018. The increase in the Sustained Services Budget is \$2,956,128. or 2.99%.

Object 100 – Personnel Services; there is a \$1,104,500. (1.66%) increase for salaries. This is primarily due to contractual salaries.

Object 200 - Employee Benefits; there is an increase of \$592,517. (4.9%). Mr. Arum reported that there is an 8% increase in medical and this will be updated after meeting with the Mayor and Insurance Representative.

Object 300 – Purchased Professional and Technical Services; there is an increase of \$432,218. (21.78%). This object has increased due to added Behavioral Technicians (autism) in the PPS – Outside Professionals account and an increase in High School Athletics Transportation.

Object 400 – Purchased Property Services; there is an increase of \$166,640. (3.71%). Utilities have increased by an average of 6.33%. Disposal have increased by \$15,000. Repairs and Maintenance have increased as well. Mr. Arum thanked the maintenance department for their hard work.

Object 500 – Purchases Services; there is an increase of \$788,300. (7.48%). There is a 2.5% increase in the pupil transportation contract for next year. There is an increase in the tuitions of \$660,661. Mr. Arums and Mr. Mancusi stated tuitions have increased greatly across the state of Connecticut.

Object 600 – Supplies; there is a proposed increase of \$129,298. (5.17%).

Object 700 – Property; there is a decrease of \$80,797. (-20.91%). The decrease is a result of moving items out of contingency into this account for the Lyman Hall High School track that will not be purchased next year.

Object 800 – Miscellaneous; there is a decrease of \$26,548. (-10.39%). This account has decreased primarily because the lack of the Food Service subsidy.

Mr. Arum stated that the above items reflect the 3.15 % increase and will be adjusted to reflect the changes in PPS transportation savings. Dr. Menzo thanked Mr. Arum for all of his hard work. There was discussion about the timeline.

There was discussion about adding \$80,000. to the Board of Education Budget in account 890F for Food Service as a placeholder until it is determined what direction the district will be going in regarding the Food Service Department.

ADJOURNMENT

Mr. Brooder adjourned the Operations Committee Meeting at 7:59 p.m.

